



# Arizona State Board of Massage Therapy

1400 W Washington, Suite 300, Phoenix, AZ 85007

Phone 602.542.8604 ♦ Fax 602.542.8804

[www.massagetherapy.az.gov](http://www.massagetherapy.az.gov)

## MESSAGE RENEWAL APPLICATION (2 pages)

Leave no blanks. Use N/A if not applicable.

Post marked

In order to renew a license, you must meet the requirements for continuing education. All continuing education classes must be in the practice of massage therapy, which means the continuing education includes any of the actions described in A.R.S. § 32-4201.

License number required MT- \_\_\_\_\_ Current Expiration date: mm \_\_\_\_\_ dd \_\_\_\_\_ yyyy \_\_\_\_\_

Birth date: mm \_\_\_\_\_ dd \_\_\_\_\_ yyyy \_\_\_\_\_

1. Applicant's name: \_\_\_\_\_  
First Middle Last

2. Is this the name you want on your license? \_\_\_yes \_\_\_no

If no, state the name to put on your license. You must submit a copy of documentation of name change (i.e. marriage certificate, divorce decree etc. – an updated driver's license will not suffice)

\_\_\_\_\_  
First Middle Last

3. Physical home address - No P.O. Box address can be entered here (see #4)

*This address will be posted on the website if no other address is given.*

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Complete Street Address Apt # City State Zip Code

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

4. Work or business address if different from home – NO P.O. Box address can be entered here (see #4)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Business Name Street Address Ste # City State Zip Code

Business Phone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

5. Mailing address if different from home. P.O. Box address is allowed.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Street Address Apt # City State Zip Code

6. Indicate by checking one of the boxes below which address is to be posted on the Website.

☐ Home ☐ Work or Business ☐ Mailing

7. Cell # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

8. Email address: print clearly \_\_\_\_\_

9. If you are not a citizen or national of the U.S., you must attach a legible copy of a document from List B below.

10. During the two year period immediately preceding your license expiration, have you been charged with or convicted of a felony or offense involving moral turpitude, prostitution, solicitation, or a related offense, or entered into a plea of no contest? \_\_\_\_\_YES \_\_\_\_\_NO

If you answered yes to #10, you must submit documentation of the charged felony or offense, the date of conviction, the court having jurisdiction over the felony or offense, and the probation officer's name, address, and telephone number. A copy of an expungement and/or a copy of the restoration of civil rights, if applicable, must also be submitted.

**PURSUANT TO A.R.S. § 32-4227 AND A.A.C. § R4-15-102(A) ALL FEES ARE NON REFUNDABLE. IF YOU CHANGE YOUR MIND YOU WILL NOT GET YOUR MONEY BACK. PAYMENT IS BY MONEY ORDER OR CASHIERS CHECK ONLY AS FOLLOWS:**

1. \_\_\_\_\_\$95.00 - Renewal fee

Late Fee: If under 2 years late, add an additional \$40.00 late fee.

If 2 years late to 3 years late, add an additional \$125.00 late fee. (Reinstatement)

If over 3 years late, you must submit an initial application.

2. \_\_\_\_\_\$25.00 – Wall Certificate (optional)

During the two-year period immediately preceding license expiration, a licensee is required to complete a minimum of 24 hours of continuing education. Copies of your CE's are not required unless your renewal application is late or you are audited.

You must submit a legible copy of alien status if you are not a US citizen. Refer to list B below.

Your name on the proof of alien status must match the name on your renewal application.

**By signing below, I verify under oath that all answers, facts, and statements that are provided in this renewal are truthful, and that I have completed at least 24 hours of continuing education as required by A.R.S. § 32-4225 or A.R.S. § 32-4226.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Renewals are processed in the order they are received. If your application is not complete, you will be notified by email only. It is your responsibility to contact the board if you have not received your license within 4 weeks of submission.

**DO NOT MAIL THIS PAGE WITH YOUR RENEWAL APPLICATION**

**LIST B: QUALIFIED ALIENS, NONIMMIGRANTS, AND ALIENS PAROLED INTO U.S. FOR LESS THAN ONE YEAR**

The documents listed below that are registration documents are indicated with an asterisk ("\*").

**a. “Qualified Aliens”**

Evidence of “Qualified Alien” status includes the following:

\_ \*I-94 Form with a photograph

***Alien Lawfully Admitted for Permanent Residence***

\*Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or  
Unexpired Temporary I-551 stamp in foreign passport or on \*I Form I-94.

***Asylee***

\* Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;  
\*Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (5)";  
\* Form I-766 (Employment Authorization Document) annotated "A5";  
Grant letter from the Asylum Office of the U.S. Citizenship and Immigration Service; or  
Order of an immigration judge granting asylum.

***Refugee***

\* Form I-94 annotated with stamp showing admission under § 207 of the INA;  
\* Form I-688B (Employment Authorization Card) annotated "274a.12 (a) (3)"; or  
\* Form I-766 (Employment Authorization Document) annotated "A3"

***Alien Paroled Into the U.S. for a Least One Year***

\* Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA. (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

***Alien Whose Deportation or Removal Was Withheld***

\* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";  
\* Form I-766 (Employment Authorization Document) annotated "A10"; or  
Order from an immigration judge showing deportation withheld under §243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under § 241(b)(3) of the INA.

***Alien Granted Conditional Entry***

\* Form I-94 with stamp showing admission under §203(a)(7) of the INA;  
\* Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or  
\* Form I-766 (Employment Authorization Document) annotated "A3."

***Cuban/Haitian Entrant***

\* Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;  
Unexpired temporary I-551 stamp in foreign passport or on \* Form I-94 with the code CU6 or CU7; or  
Form I-94 with stamp showing parole as "Cuba/Haitian Entrant" under Section 212(d)(5) of the INA.

***Alien Who Has Been Declared a Battered Alien or Alien Subjected to Extreme Cruelty***

U.S. Citizenship and Immigration Service petition and supporting documentation

**b. “Nonimmigrant”**

Evidence of “Nonimmigrant” status includes the following:

\* Form I-94 with stamp showing authorized admission as nonimmigrant

**c. “Alien Paroled into U.S. for Less than One Year”**

Evidence includes:

\* Form I-94 with stamp showing admission for less than one year under section 212(d) (5) of the INA

# **A.R.S. § 32-4225 AND A.R.S. § 32-4226**

## **32-4225. License renewal; changes in personal information; notification; continuing education**

- A. Except as provided in section 32-4301, a license issued pursuant to this chapter is subject to renewal every other year on the licensee's birthday and expires unless renewed.
- B. The executive director shall notify each licensee at least sixty days before expiration of the license and may renew the license on receipt of a completed renewal application.
- C. Each licensee is responsible for reporting to the board a name change and changes in business and home addresses and phone numbers within ten days after any change.
- D. Each licensee shall notify the board in writing within ten days after the issuance of a final order, judgment or conviction of a felony or other offense involving moral turpitude or prostitution, solicitation or any other similar offense.
- E. When a licensee renews a license, the licensee must provide the board with an affirmation of the successful completion of at least twenty-four hours of continuing education in the practice of massage therapy, as approved by the board, during the immediately preceding two years.

## **32-4226. Renewal of an expired license; reinstatement of a lapsed license**

- A. Except as provided in section 32-4301, the board may renew an expired license on payment of a renewal fee and a delinquency fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.
- B. The board may reinstate a lapsed license on payment of a renewal fee and a reinstatement fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.
- C. If a person's license has lapsed for more than three consecutive years, that person shall reapply for a license and pay all applicable fees. The person shall also demonstrate to the board's satisfaction competency in the practice of massage therapy or shall serve an internship under a restricted license or take remedial courses as determined by the board, or both, at the board's discretion. The board may also require the applicant to take an examination.

## **R4-15-102(A). Fees**

- 1. The board shall charge the following fees that are non-refundable, unless A.R.S. § 41-1077 applies:
  - A. Application for a license, \$195:
  - B. Reinstatement of a license, \$125:
  - C. Duplicate license \$25:
  - D. License Renewal \$95: and
  - E. Delinquent renewal of a license, \$40.
- 2. The Board shall charge 25cents per page for copying records, documents, letters, minutes, applications and files.
- 3. If an applicant submits a paper application, the applicant shall pay any of the fees listed in subsection (A) by cashier's check, or money order.
- 4. If an applicant submits an electronic application, the applicant shall pay by credit card.